

**EASTERN CONNECTICUT STATE UNIVERSITY  
JOB OPPORTUNITY**

**REPOSTED WITH CORRECTED ELIGIBILITY REQUIREMENTS**

**LIBRARY TECHNICIAN  
J. EUGENE SMITH LIBRARY - ECSU**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** EXAM LIST  
**Location:** Willimantic, CT  
**Job Posting No:** 56786  
**Hours:** M-F 8:00am – 5:00pm  
**Salary:** AR -20 - \$ 56,932.00 - \$72,125.00  
**Closing Date:** January 9, 2015

**Eligibility Requirement:** Candidates on the current active Library Technician exam list or permanent state employees who has permanent status in the title of Library Technician. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this vacancy.**

**Duties include but are not limited to:** Performs most complex supportive duties in a library function; responsible for a library function such as the daily operations of a reserve room or curriculum room, cataloging or indexing of materials that are unique bibliographically and require research and judgment such as town government documents public hearing or legislative session transcripts or archiving functions such as processing archival materials, preparing historical or biographical descriptions, digitizing and cataloging materials; assists patrons and provides public information; compiles reports and statistics; may be responsible for operations of the library during night or weekend hours; performs related duties as required.

**Minimum Qualifications Required Knowledge, Skill and Ability:** Knowledge of library science techniques and practices; knowledge of library classification systems; knowledge of automated library systems; interpersonal skills; oral and written communication skills.

**Experience and Training:**

**General Experience:**

Four (4) years of supportive experience in library work including acquisition, cataloging, circulation, interlibrary loans and reference.

**Special Experience:**

Two (2) years of the General Experience must have been performing supportive services at the level of Library Technical Assistant

**Substitution Allowed:**

College training in library science may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

STATE JOB SPEC: <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=5974DEPT>

**Working Job Des:** <http://www1.easternct.edu/humanresources/files/2014/12/Libtechworkjd.doc>

**Application Instructions:** Interested and qualified candidates who meet the above requirements should complete an Eastern Application as well as send a cover letter, resume, and three letters of reference to La Shawn McBride, Office of Human Resources, Gelsi & Young Hall, 83 Windham Street, Willimantic, CT 06226. To access the application click the following link: <http://www.easternct.edu/humanresources/Emapp.pdf>

**Individuals with reemployment/SEBAC rights must be given first preference for this position.**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.